

DDA 83-1449

3 JUN 1983

MEMORANDUM FOR: Director of Communications
 Director of Data Processing
 Acting Director of Finance
 Director of Information Services
 Acting Director of Logistics
 Director of Medical Services
 Director of Security
 Director of Training and Education

DDA REGISTRY
 FILE: 30-6

DDA REGISTRY
 83-1449

FROM: Harry E. Fitzwater
 Deputy Director for Administration

SUBJECT: Financial Obligations for FY 1983

1. As we approach the final quarter of this fiscal year, I encourage you to take the necessary actions so that your nonpersonal services funds are obligated as soon as possible. Our track record over the last two fiscal years has not been good in that we have had substantial funds remaining to be obligated at the end of each fiscal year. At the same time, however, we had a number of unfunded requirements which were not fulfilled. We simply cannot afford a repeat of this performance again this year. The most effective action you can take to remedy this situation is to obligate your funds soonest so that we can get a clear picture of precisely where we stand for the few remaining months of the fiscal year.

2. In order to be fully prepared for possible "short fuse" actions which may be required during the remainder of FY 1983, please provide the following information by 9 June:

a. Designate a single individual from your component who will be responsible for tracking your obligation status this fiscal year.

b. A listing of those items over contained in the FY-84 Program which could be designated for surge funding. Please include the last possible date when the item can be obligated.

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3. Finally, please ensure that a continuing review is conducted to verify the validity of your component's obligations.

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Harry E. Fitzwater

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REMARKS

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